

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0829***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PHOTOGRAPHIC LAB TECHNICIAN**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform technical and specialized work functions associated with taking photographs and developing film, controlling distribution of photographic equipment and supplies, duplicating videos and prints, and maintaining a variety of records, files and logs.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives and prepares film for processing; develops film; mixes photographic chemicals; balances color channels and chemical strengths for proper processing and printing; cuts and files negatives.

Determines proper exposure of film and processing equipment to assure quality of all out-going products including photographs and videos.

Prints, reprints, and/or enlarges crime scene film and photographs for investigators, attorneys, and insurance companies; stamps photographs for identification purposes.

Hand processes, prints, and enlarges black and white film for use in court proceedings as they pertain to latent photography and comparison.

Stores and maintains files of negatives, mug shots, and photographs associated with crime scenes, incidents, and accidents; follows departmental procedures to preserve evidentiary chain of custody.

Photographs instructional material for police related training purposes; photographs public relations events.

Delivers equipment and supplies to crime scenes as requested by investigating identification technicians.

Trains and advises department personnel on photography, camera, and miscellaneous audio/visual equipment use under various conditions.

May appear in court to present testimony regarding photographs, videos, and evidentiary chain of custody.

Distributes supplies as needed; inventories, orders, and maintains photographic supplies and materials to ensure sufficient amounts are available to perform daily tasks.

Performs preventative maintenance on processing, printing, and other photographic equipment to ensure reliable function; troubleshoots equipment failures; notifies supervisor of problems which may require outside servicing.

Responds to questions and requests for information from officers, other law enforcement agencies, supervisors, and other individuals.

Develops new standard operating procedures relating to new photographic supplies and services as they are incorporated into the department.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; attends meetings, workshops, and training sessions as appropriate.

Prepares, generates, and/or processes a variety of forms, requests, reports, correspondence, and other documentation associated with the functions of this position; prepares and maintains files and administrative records.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Makes copies/reprints of miscellaneous mug shots and photographs; duplicates videos for detectives and officers.

### **ADDITIONAL FUNCTIONS**

Assists with compilation of uniform photo lineup of suspects for review by victims and witnesses.

Assists with evidence discovery and photography with the office area.

Photographs entertainers and alcohol servers as appropriate; makes permit and identification cards for same.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes photography, various camera equipment usage, automated and manual photo processing, and computer usage, or related fields; or any equivalent combination of education, training, and experience which provides the

requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, noise extremes, machinery, chemicals, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.